



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

October 9, 2008

Mr. Paolo Kalaw, CEO
Frontier Dental Laboratories
4944 Windplay Drive
EL Dorado Hills, CA 95762

Dear Mr. Kalaw:

RE: FINAL MONITORING VISIT REPORT for Frontier Dental Laboratories – ET06-0237

Date of the Visit:	May 1, 2008
Beginning/Ending Time:	9:00 am – 10:00 am
Date of Last Visit:	July 29, 2007
Visit Location:	Sacramento
Persons in attendance:	Casey Webb, and Kristie Ohta, Program Analyst, of the Employment Training Panel
Action Required:	NO

Term of Agreement:	February 3, 2006 February 2, 2008	Agreement Amount:	\$96,720
Training Start Date:	February 3, 2006	No. to Retain:	93
Date Training must be Completed:	November 2, 2007	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	52

During Ms. Ohta's last monitoring visit in July of 2007 with former employee Cynthia Jacks, all training rosters, and documentation were reviewed and met ETP's requirements for documentation of ETP funded training.

Ms. Jacks and Ms. Ohta scheduled a Final monitoring visit for early January 2008, but at that time Ms. Ohta was informed that Ms. Jacks did not return to work after maternity leave. Ms. Ohta tried for several months unsuccessfully to contact someone within

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5353 Mission Center Road, Suite 110
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your organization to conduct a Final visit. Last April 2008, Ms. Ohta received a call from Mr. Casey Webb.

Ms. Ohta and Mr. Webb, conducted the Final ETP monitoring visit on May 1, 2008; however, Mr. Webb was not sure where to find any of the files / binders containing ETP rosters for training. Ms. Ohta advised Mr. Webb of the importance of finding the files / binders, since it is the rosters that document ETP funded training for reimbursement.

Since Mr. Webb was not aware of the ETP process, Ms. Ohta advised him if he could get trainees actual wages at the end of retention, Ms. Ohta would assist him in processing the Final Closeout Invoice. As of the date of this report, Ms. Ohta still has not received the requested information.

AUDIT:

Frontier Dental Laboratories will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on March 14, 2006 and training began on February 3, 2006. Ms. Ohta advised you all training needed to be completed on or before November 2, 2007, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – February 2, 2008.

• INTERVIEW

Due to Mr. Webb's lack of knowledge concerning the ETP Project, Ms. Ohta did not conduct the Final Visit survey.

Ms. Ohta provided Mr. Webb with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 16 (17 percent of planned retentions) trainees for a total reimbursement of \$16,581 (17 percent of the encumbered amount).

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	30	Completed Retention:	17
Dropped Following Enrollment:	13	In Retention Period:	- 0 -
Completed Minimum Hours for reimbursement:	17	Awaiting Placement:	- 0 -
Completed Training:	17		

If you have any questions regarding this report, please contact Kristie Ohta at 916.327.5586 or kohta@etp.ca.gov within ten (10) days from receipt of this report.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File